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HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH

## Notification

The 19th August, 2020

**No. 71 Rule Cell/II.D.17.**—Hon'ble the Chief Justice and Judges are pleased to make "The Punjab and Haryana High Court (Disposal, Repair and Replacement of Free Furnishing Articles) Rules, 2016", as under :—

1. **Short Title :**

Punjab and Haryana High Court (Disposal, Repair and Replacement of Free Furnishing Articles) Rules, 2016.

2. **Commencement :**

These Rules shall come into force with immediate effect.

3. **Definitions :**

- (a) "**High Court**" means the High Court of Punjab and Haryana.
- (b) The expression of "**High Court Judge**" shall include the Chief Justice also.
- (c) "**Committee**" means committee of High Court Judges, nominated by the Chief Justice from time to time.
- (d) "**Controlling Officer**" means the Registrar General of the High Court or any other officer specifically appointed in this behalf by the Chief Justice.
- (e) "**Acquisition**" means acquiring by the Hon'ble Judge any article(s) for his official residence either from the Furnishing Fund or from the office store by such means and modes as may be allowed by the Committee.
- (f) "**Disposal**" means transferring the rights in the articles, provided to the Judges from their Furnishing Fund or from the Office Store, upon their demitting office, whether by transfer or by retirement or otherwise, or on condemnation of such articles after the expiry of the life, in such manner, as may be prescribed by these Rules.

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- 3A. A High Court Judge shall be entitled to a furnished official residence as provided for in rule 2A of the High Court Judges Rule, 1956.

**4. Categorization of articles :**

Furnishing articles, supplied to the Judges of this Court, are classified into following categories :—

- (i) Durable furniture and furnishings as per Schedule 'A'.
- (ii) Non-durable furniture and furnishings as per Schedule 'B'.
- (iii) Durable and non-durable electrical/electronics appliances as per Schedules 'C' and 'D'.
- (iv) Any other durable article which the High Court Judge may deem fit and appropriate to purchase out of the free furnishing fund for use at his official residence.

**5. Fixation of life:**

- (a) The normal life of durable and non durable items of furniture, furnishings and electrical/electronics appliances as given in the Schedules 'A', 'B', 'C' & 'D' respectively, shall be calculated from the date of purchase. If, however, any item is required to be replaced for any reason, before expiry of that period, it may be so done, after recording reasons by a Committee, appointed by Hon'ble the Chief Justice.
- (b) The Committee may fix the life of any other article purchased by a Judge under Free Furnishing Fund, the life span of which has not been provided in the Schedule.

**6. Repairs, Replacement, polishing and maintenance of items purchased under Free Furnishing Fund :**

- (a) A High Court Judge shall be entitled to repairs, polishing and day to day maintenance of furniture and furnishings including electrical/electronics appliances. The responsibility of the aforementioned shall lie with the office of the High Court and ordinarily would be carried out in the following terms :—
  - 1. Polishing of furniture .. Once a year.
  - 2. Dry cleaning of carpets etc. .. Once a year
  - 3. Minor repairs. .. As and when required.
- (b) Repairs such as of upholstery of sofa sets/chairs/dining chairs, if need be, shall be carried out generally after the expiry of a period of two years but as a special case, such repairs/upholstery could be undertaken even prior thereto, if the condition of the sofa set/ chairs/ dining table so warrants, and as directed by the Committee.
- (c) The repair/maintenance of items retained at earmarked house of the Chief Justice, after relinquishment of office or otherwise, shall also be carried out in accordance with sub (a) and (b) above.
- (d) No item whether durable/non-durable shall be replaced unless it has become unserviceable or otherwise has outlived its life fixed as per the Schedule or by the Committee and subject to the further condition that the Judge shall retain such replaced article(s) at depreciated

value, as calculated in accordance with clause 9(c) below, except the perishable or totally unusable items (marked as Asterisk(\*) in the Schedules 'A', 'B', 'C' & 'D' which shall be treated as consumed/disposed off, so as to become entitled to purchase either a similar article or any other article against replacement. In case the amount spent on replacement exceeds the original procurement cost of the replaced article, the excess amount would be met from the free furnishing funds available to the Judge and if not so available, then out of his own funds.

7. The furniture/electrical/electronics appliances supplied/ purchased out of the monetary ceiling of 'Rs.8 lacs'#, in case of the Chief Justice, and 'Rs.6 lacs'# in the case of a Judge, shall be withdrawn/ returned within one month and in exceptional cases, under the orders of the Chief Justice, within three months from the date of retirement/relinquishment of office or otherwise. In case any item is retained beyond the said period, rent shall be recoverable for such items of furniture and electrical/electronics appliances as are retained, as per rates mentioned in Rule 8 below.

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*Explanation: #.* Words and figures 'Rs.8 lacs' and 'Rs.6 lacs' substituted for words and figures 'Rs.4 lacs' and 'Rs.3 lacs' respectively, by virtue of G.S.R.239 (E) dated 19th March, 2016, adopted by Hon'ble Full Court on 09.07.2018.

8. Rent will be recoverable for such items @ 8% per annum of the procurement price or the depreciated value, as the case may be, which ever is higher.
9. (a) While demitting office on retirement/transfer/elevation/resignation or otherwise, an option shall be afforded to a Judge to purchase any of the articles of free furnishing i.e. furniture/ furnishings and electrical/electronic appliances, purchased from his/her furnishing account at depreciated value. Such Judge may also retain the outlived articles on payment of their depreciated value.
- (b) If such Judge does not exercise the option to purchase any article of free furnishing including those which have outlived their utility and returns the same to the High Court, such items may be disposed of by soliciting options from other Hon'ble Judges as per their seniority on payment of the depreciated value as determined under clause 9(c) of these Rules.
- (c) The value/cost shall be determined as follows :—
  - (i) "Depreciation value" of an article shall be calculated as follows :
 
$$\text{Original procurement cost} \times \frac{\text{Age of Article (in months)}}{\text{Life span of article as fixed (in months)}}$$
  - (ii) "Depreciated value" shall be calculated as follows :
 
$$\text{Original procurement cost} - \text{"Depreciation value"} = \text{Depreciated value}$$
  - (iii) Amount to be charged : "Depreciated Value", provided that such depreciated value shall not be less than 10% of the original procurement cost.
  - (iv) At the time of retirement/transfer/elevation and on vacation of official residence, a Judge may retain the perishable items without making any payment irrespective of its life span.

- (d) The items of furniture/electrical/electronic appliances once purchased from the market shall not be returned/replaced except in accordance with these rules.
  - (e) The provisions contained in Clause 9(a) & (b) above shall apply *mutatis mutandis* in the case of a sitting Judge also subject to the condition that such Judge shall not be entitled to further replacement and repair/maintenance of these replaced items which have already completed their fixed life span.
- 10 (a) Inventories of all items provided at the residence of a Judge, under Free Furnishing Scale, shall be duly prepared and verified at the time of supply of such items and at the time of demitting office by the Judge on retirement/transfer or otherwise.
- (b) The inventory of the surrendered free furnishing articles, prepared by the Court Officer (Mtc.)/designated officer for the residence of a Judge at the time of demitting office on retirement/transfer or otherwise, would be entered into a separate Stock Register and the articles, so received, would be stored at a safe place in High Court or at the residence so vacated, till it is re-occupied.

If any such furniture is supplied in the High Court for its official use, an entry in this regard shall be made in the Register.

- (c) The Chief Justice may in exercise of his powers allow any Judge to use such article(s) as he deems it appropriate for a period not more than three months and if the Judge wants to keep it for a period exceeding three months, he would be required to pay the rent as per Rule 8 above. The repair, polishing and maintenance of such items shall be carried out in accordance with Rule 6 (a) and (b) of these Rules.

In case, the procurement cost/price of the items/articles so supplied to a Judge on rent, is not available in the office or cannot be traced, then the rent would be assessed on 50% of the prevailing market price of such similar articles after obtaining a report from the concerned branch which exclusively deals with the purchase of items/articles for High Court.

11. In case, any item of furniture/furnishing/electrical/electronics appliances cannot be used again and cannot be put to use or has become unserviceable, it shall be declared so and condemned and disposed of by way of auction or otherwise, as per directions of the Committee.
12. The Punjab and Haryana High Court (Disposal, Repair and Replacement of Free Furnishing Articles) Rules, 2007 are hereby superseded.
13. **Saving.**— Any order issued or any action taken under the "Punjab and Haryana High Court (Disposal, Repair and Replacement of Free Furnishing Articles), Rules", w.e.f. 12.09.2007, shall deemed to have been issued or taken under the corresponding provisions of the "Punjab and Haryana High Court (Disposal, Repair and Replacement of Free Furnishing Articles), Rules, 2016", notified now.

## SCHEDULE 'A'

**(Durable Furniture & Furnishing Items)**

1.	Utensils (Stainless Steel)*	4 years
2.	Hanging & Shelf Almirah	4 years
3.	Side Board	4 years
4.	Dining Table & Chairs	4 years
5.	Writing Table / Study Table	4 years
6.	Curtain Rod*	4 years
7.	Cots / Beds*	4 years
8.	Sofa Set*	4 years
9.	Centre Table	4 years
10.	Peg Table / Stool	4 years
11.	Bed Side Table	4 years
12.	Dressing Table	4 years
13.	Chairs	4 years
14.	Wall racks	4 years
15.	Cabinets	4 years
16.	Writing Pad	4 years
17.	Steel Book Cases / Steel Almirah	4 years
18.	Teapoy	4 years
19.	Wooden Mini Bar / Cart	4 years
20.	Wooden Revolving Rack / Trolley	4 years
21.	Launcher / Console	4 years
22.	TV wenge	4 years
23.	Planters	4 years
24.	Bunk Bed	4 years
25.	Pot Stands	5 years
26.	Table Tennis Table	3 years
27.	Mobidry / Cloth Stand	5 years
28.	Springs / Exercise items	3 years
29.	Ladder	3 years
30.	Wooden Chimney	4 years
31.	Wooden Screen	4 years

**SCHEDULE 'B'**  
**(Non-durable Furniture & Furnishing Items)**

1.	Water Sprinkler*	2 years
2.	Mattresses*	4 years
3.	Carpet* / Durrly*	3 years
4.	Garden Furniture / Umbrella	3 years
5.	Wall Mount Shades	3 years
6.	Curtains*	3 years
7.	Bed Sheets*	2 years
8.	Pillows* / Cushions*	2 years
9.	Quilts* / Blankets*	3 years
10.	Cotton Mattresses*	4 years
11.	Crockery*	3 years
12.	Utensils (Aluminum)*	3 years
13.	Coir Matting*	2 years
14.	Door Mats*	1 year
15.	Lenolium / Marbled	3 years
16.	Wheel Barrow (Trolley) / Lawn Mower	3 years
17.	Hedge (Scissors)	1 year
18.	Briefcase* / Suitcase* / Strolley*	3 years
19.	Folding Beds / Camp Bed	3 years
20.	Cane Furniture*	3 years
21.	Plastic Furniture*	3 years
22.	Rackets* / Nets* / Football*	1 year
23.	Ironing Stand	2 years
24.	Water Camper*	2 years
25.	Utensils (Plastic)*	3 years
26.	Utensils (Wooden)*	3 years
27.	Plastic Sheets* / Covers*	3 years
28.	Blinds*	3 years
29.	Towels*	2 years
30.	Pillow Covers / Cushion Covers*	2 years
31.	Bed Cover*	2 years
32.	Tapestry*	3 years
33.	PVC Pipe*	2 years
34.	Wall Clocks	2 years
35.	Apron* / Napkins* / Mats* / Gloves*	1 year
36.	Dustbin*	1 year
37.	Laundry Basket*	2 year
38.	Bean Bag	2 years
39.	Hangers	2 years
40.	Showpiece	3 years



## SCHEDULE 'C'

**(Durable Electrical/Electronics Appliances)**

1.	Air Conditioner with Stabilizer	6 years
2.	Refrigerators	6 years
3.	Desert Coolers	3 years
4.	Fan	6 years
5.	Washing Machine*	5 years
6.	Oven (Electric & Microwave)	5 years
7.	Television* / LCD* / LED*	5 years
8.	Radio	5 years
9.	VCR	5 years
10.	Laser Disc Player	5 years
11.	Stereo	5 years
12.	Music System / Home Theatre	5 years
13.	Deep Freezer	6 years
14.	Vacuum Cleaner	5 years
15.	Electric Kettle	2 years
16.	Coffee Percolator	2 years
17.	Rat Repeller	1 year
18.	Geyser	5 years
19.	Cooking Range / Chimney	5 years
20.	Electric Toaster*	2 years
21.	Juicer Mixer Grinder / Food Processor	3 years
22.	Electric Cooker	3 years
23.	Electric Iron	3 years
24.	Chandelier / Fancy Lights / Lamps	5 years
25.	Aquaguard Water Purifier	3 years
26.	Cordless Telephone / Cellular Phone	3 years
27.	Oil Filled Heater / Halogen heater	5 years
28.	Water Cooler	3 years
29.	Water Dispenser	3 years
30.	Dish Antenna* / DTH* / TV Stick*	5 years
31.	Car Stereo	5 years
32.	Tread Mill (Manual)	3 years
33.	Tread Mill (Elect.)	5 years
34.	EPABX	5 years
35.	Handycam / Camera	5 years
36.	Exercise bike	3 years
37.	Morning walker	3 years
38.	Musical Instruments	5 years
39.	CD / DVD player	5 years

40.	Airfryer	5 years
41.	Computer / Laptop	5 years
42.	Barbeque / Tandoor	5 years
43.	Solar Water Heating System	4 years
44.	Cloth Dryer	4 years
45.	Play Station / PSP	5 years
46.	Induction	3 years
47.	Air Purifier	5 years
48.	Inverter	5 years
49.	Dish Washer	5 years
50.	Heat Pillar	5 years
51.	Sewing Machine	5 years
52.	Binocular	5 years

#### SCHEDULE 'D'

##### (Non-durable Electrical/Electronics Appliances)

1.	Insect Killer	1 year
2.	Table Lamp	2 years
3.	Emergency Lamp*	2 years
4.	Vacuumiser	3 years
5.	Heater	1 year
6.	Heat Convector / Blower	2 years
7.	Remote Bell*	6 Months
8.	Bread Maker* / Patty Maker*	2 years
9.	Hair Dryer	2 years
10.	Weighing Machine	2 years
11.	Atta Chakki	2 years
12.	Roof Lights / Light Rolls*	5 years
13.	Hand Mixer* / Blender*	2 years
14.	Hair straightener* / Shaver*	2 years
15.	Hot pack* / Steamer*	2 years
16.	Rat repellent*	2 years

BY ORDER OF HON'BLE THE CHIEF JUSTICE AND JUDGES.

(Sd.) . . . ,

(B.B.S. TEJI),  
Registrar (Rules),  
for Registrar General.



## HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH

## Correction Slips

The 7th January, 2020.

**C.S. No. 81 Rules /II.D4.**—In exercise of the powers conferred under Article 309 of the Constitution of India and all other powers enabling them in this behalf, Hon'ble the Chief Justice and Judges of the High Court of Punjab and Haryana with the approval of the Chandigarh Administration are pleased to add provisos below Note to Rule 7(vi)(a) and above clause (vii) in the Chandigarh Union Territory Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997 in Chapter 18-C of Punjab and Haryana High Court Rules and Orders Volume-I, as follows :—

"Provided that :—

1. 5% of the total sanctioned strength from the cadre of Stenographers may be permitted to switch over to ministerial/supervisory cadre in the same pay scale at the stage of Stenographer Grade-II in the cadre of Assistant in the same grade pay.
2. The total length of service rendered by Stenographer(s) including service rendered in previous Sessions Division(s) in the cadre of Stenographer(s) shall be taken into consideration to calculate the period of minimum 10 years of service for switching over to the ministerial/supervisory cadre.
3. The Stenographer(s) permitted to switch over in the ministerial/supervisory cadre shall be placed at the bottom of the seniority in the switched cadre.
4. The last pay drawn of the Stenographer(s) permitted to switch over to the ministerial/supervisory cadre shall be protected.
5. The exercise of switching over from the cadre of Stenographer(s) to the ministerial/supervisory cadre shall be conducted annually preferably in the month of January on furnishing fresh options every year.
6. In case a stenographer ranked senior in the seniority list does not opt for switching over from the date of coming into force of this rule and a stenographer junior to him does exercise the option and is switched over to ministerial/supervisory cadre, the senior stenographer, in the event of exercising such option at later stage, shall not have any right of seniority in the switched cadre over his junior who exercised the option prior to him/her.

Those Stenographer(s) who have been permitted Switch Over during intervening period of issuance of Correction Slip No. 72/Rules/II, D4 dated 30.07.2015 issued by this Court in respect of Chandigarh Union Territory Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997, their Switch Over will be recognized, however the same shall be part of the 5% quota laid down above as well as the other proviso(s) added above."

BY ORDER OF HON'BLE THE CHIEF JUSTICE AND JUDGES.

(Sd.) . . . ,

(B.B.S. TEJI),

Registrar (Rules),

for Registrar General.

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